



## Seminole County Small Business Relief Grant Description and Application Criteria

Understanding the impacts of COVID-19 on our economy, particularly on small businesses, the Seminole County Office of Economic Development is administering an emergency grant program for Seminole County-based small businesses that have been negatively impacted by the current COVID-19 crisis.

The one-time grant will provide critical support to help offset the significant loss of revenue during this global pandemic. The intent of this grant is to support those businesses with low-to-moderate income employees, as stipulated by the CARES Act Community Development Block Grant Funds and the Federal Housing Administration FY2020 Income Limits. Only those businesses with low-to-moderate salaries, at or below \$19.59/hour, will be eligible. Grant recipients may be subject to a federal audit and, if grant requirements are not satisfied, grantor will be required to pay funding back.

Eligible businesses will receive up to \$5,000 in funding.

### How Can This Grant Be Used?

To receive funding through this program, each business will be required to clearly articulate a plan for applying County grant funds for an eligible use within the typical operating expenses of the business, including: commercial rent or mortgage payments, utilities, payroll, retention of employees, employee support programs, or investments in materials or equipment necessary for reopening or operating during social distancing mandates.

Funds may not be utilized to pay bonuses, commissions, dividends, or salary increases.

This is a grant, not a loan, therefore repayment is not required unless funds are not used for eligible expenses. These grants may be considered taxable income, so please contact your financial advisor for guidance.





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### Who is eligible?

#### Applicants must meet the below criteria:

- ◆ Seminole County-based and independently operated (must be at least 50% owned by a Florida resident);
- ◆ Physically established within Unincorporated Seminole County or one of the County's cities (Altamonte Springs, Casselberry, Lake Mary, Longwood, Oviedo, or Winter Springs);
  - **Businesses located within the City of Sanford should apply for the city's economic development grant. Please contact Sonia Fonseca for additional information [Sonia.fonseca@sanfordfl.gov](mailto:Sonia.fonseca@sanfordfl.gov). If you are uncertain of your business jurisdiction, verify your address in the [Address Jurisdiction Locator](#) on this website.**
- ◆ Home-based businesses are not eligible;
- ◆ Operate within the designated impacted eligible business sectors (please see *Defined Impacted Eligible Business Sectors* on page 5);
- ◆ Have a minimum of one employee, other than the owner, but no more than 25 employees on payroll <sup>1</sup>;
- ◆ Affirm a loss of revenue due to COVID-19;
- ◆ Demonstrate working capital for business operations as of February 28, 2020 (as indicated in the Balance Sheet or other documentation deemed acceptable by the County);
- ◆ Demonstrate payment of 2019 County business tax payment and 2018 Federal Income and Property Taxes (if applicable); and
- ◆ Be free of outstanding property code enforcement violations.





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### Grant applications must include the following documentation:

- ◆ State of Florida business registration from the [Florida Division of Corporation](#);
- ◆ Current W-9;
- ◆ Copy of government or official identification, such as Driver's License, State ID, school ID (with photo), voter registration, or passport. Name on ID must match owner(s) on the W-9 or business financial documents presented;
- ◆ Copy of filed 2018 business tax returns (first two pages only);
- ◆ Current Seminole County Business Tax Receipt (Check your status on the [Seminole County Tax Collector's website](#));
- ◆ Business Financials (one of the following):
  - Schedule C (Sole Proprietors);
  - Most recent Annual or Quarterly Balance Sheet; or
  - Profit & Loss Statement;
- ◆ Documentation of loss of income (may be already specified in business financials provided) and comparison of bank statements (if P&L was not provided);
- ◆ Full employee list (as of January 31, 2020 and as of April 30, 2020). List must include each employee's name, position, hourly salary; and
- ◆ Copy of lease (including landlord address and phone number, if applicable) or copy of mortgage statement (if applicable).





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### How do I apply?

Please complete the Pre-Application. If your business is eligible for funding, a representative from the Seminole County Office of Economic Development will respond via email within two business days with further application information. Applications will be accepted via email or U.S. Mail:

Mail to:

Seminole County Government  
Office of Economic Development and Community Relations  
Seminole State College – Economic Development  
1055 AAA Drive, Suite 145  
Heathrow, FL 32746

Or Email to:

[BizGrant2020@SeminoleCountyFL.gov](mailto:BizGrant2020@SeminoleCountyFL.gov)

In order to consider applications in an equitable manner, a priority scale may be applied, to include:

- ◆ Length of contiguous operation of the business in Seminole County: Priority may be given to businesses that have been in operation longer than newly established businesses;
- ◆ Annual Revenues: Priority may be given to businesses that report annual revenues of less than \$500,000;
- ◆ Financials: Priority may be given to businesses that can demonstrate the ability to continue to operate for at least three months after receiving the grant;
- ◆ To ensure an equal distribution of grants, in the case of multiple small businesses owned by the same proprietor, an award may be given to only one of the applying businesses.





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### Important Dates

- ◆ Monday, June 1, 2020, 8:00 AM: Pre-application process begins;
- ◆ Friday, June 5, 2020, 12:00 PM: Pre-application process is closed;
- ◆ Pre-applications will be reviewed by staff as they are received. Eligible businesses will be notified via email with application next steps within two business days of receipt of the pre-application;
- ◆ Friday, June 19 at 12:00 PM: Application deadline with all supporting documents;
- ◆ Applicants will be notified of grant approval status via email by Monday, July 6;
- ◆ Funds are estimated to be available by mid-July.

#### **Defined impacted eligible business sectors include:**

- ◆ *Restaurant (includes full-service, limited-service, and café establishments)*
- ◆ *Bar*
- ◆ *Retail (physical brick-and-mortar establishment selling merchandise)*
- ◆ *Personal Service*
  - ◇ *Hair, beauty, and other personal services (salons, barbers, massage parlors, tattoo, spas, etc.)*
  - ◇ *Personal care services (child, disabled and elderly care services, funeral services, etc.)*
  - ◇ *Laundry services (dry cleaning, laundromats, garment repairs and alterations, etc.)*
  - ◇ *Cleaning services*
  - ◇ *Pet care services*
- ◆ *Personal and household goods repairs and maintenance*
- ◆ *Fitness centers and gyms*
- ◆ *Event spaces and services*
- ◆ *Small businesses that meet all eligibility criteria but are not included on this list may apply if proper eligibility documentation is provided.*

✦ **Employees** is defined as full or part-time direct employees under a W-2. May include employees managed through a PEO. 1099 or independent contractors are not included in the employee count, however, if 50% of the business workers are 1099 independent contractors, the total number of employees including w-2 and 1099 should not exceed 30.

